

APPROVED 10/23/03

State of Texas
Records Retention Schedule

Page 1

11/14/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
Item #

5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD
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8. Sec 9. Arch 10. Med 11. Vital

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___ ORIGINAL SUBMISSION
___ RECERTIFICATION
___ REPLACEMENT PAGE
___ ADDENDUM PAGE

604 - BUREAU OF VITAL STATISTICS

147	MORTALITY REPORTS BY RESIDENCE AND OCCURRENCE	PM		PM	O	R	P	X	INCLUDES CAUSES OF DEATH. USED FOR HISTORICAL PURPOSES
986	FETAL DEATH CERTIFICATES	PM		PM	C		P	X	CERTIFICATES ARE MICROFILMED AFTER 1 MONTH SEE #1830
987	APPLICATION FOR MARRIAGE LICENSE	PM (copy)	PM (M)	PM	O		O	X	PAPER, MICROFILM; USED FOR HISTORICAL RESEARCH; 93-501-138; PAPER IS MICROFILMED AND THEN DESTROYED, MICROFILM IS RETAINED PERMANENTLY.
989	STATISTICAL REPORT OF BIRTHS/FETAL DEATHS	3		3	C		P	X	
1042	CERTIFICATES OF BIRTH (INCLUDES AMENDMENTS, OR CHANGES)	PM		PM	C		P	X	MICROFILMED AFTER 1 MONTH. BOTH PAPER AND MICROFILM (SEE #1141) ARE KEPT PERMANENTLY.
1043	CERTIFICATES OF DEATH (INCLUDES CHANGES)	PM		PM	C		P	X	MICROFILMED AFTER 1 MONTH. BOTH PAPER AND MICROFILM (SEE #1142) ARE KEPT PERMANENTLY.
1045	REPORTS OF DIVORCE OR ANNULMENT OF MARRIAGE	PM	PM	PM	O		O		PAPER, MICROFILM. PAPER IS DESTROYED AFTER MICROFILMING. MICROFILM IS RETAINED PERMANENTLY.01-501-327
1046	INDEXES FOR BIRTHS AND DEATHS	PM		PM	O		O	X	COMPUTER OUTPUT TO MICROFICHE, PAPER, ELECTRONIC; PRIOR TO 1999 THESE RECORDS WERE CONSIDERED CONFIDENTIAL. IN 1999 STATE LAW MADE THEM AN OPEN RECORD.
1049	INDEXES FOR MARRIAGES, DIVORCES	PM		PM	O		M	X	COMPUTER OUTPUT MICROFILM
1050	INDEXES FOR GENEALOGICAL RECORDS, IRREGULARS, SERVICE DEATHS, MILITARY SERVICE RECORDS	PM		PM	O		P		
1051	ADMINISTRATIVE RECORDS - OFFICIAL FILES ON ADOPTIONS,	PM		PM	C		P	X	RULE 47A, ART. 4477.RCS
1052	DOCUMENTATION FOR FILING APPLICATIONS TO AMEND CERTIFICATES OF BIRTH & DEATH	2		2	O		P	X	

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MEDIUM CODES (Field 10)

P - Paper
M - Microfilm
C - Computer Print-Out
E - Electronic
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

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Page 2

11/14/03

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1053	CANCELLATION FILES FOR BIRTH, DEATH, AND FETAL DEATH CERTIFICATES	PM		PM	C		P			
1054	EVIDENCE FOR FILING DELAYED CERTIFICATE OF BIRTH	3		3	O		P	X		
1055	EVIDENCE FOR FILING DELAYED CERTIFICATES OF BIRTH	3		3	O		M	X		
1056	DISINTERMENT PERMITS	PM		PM	O		O	X	O=PAPER AND MICROFILM. AFTER 5 YEARS, PAER IS MICROFILMED & PAPER IS DESTROYED.	
1059	SUPPLEMENTARY EVIDENCE FILE (BIRTHS)	AC+3		AC+3	O		P	X		
1118	UNCLAIMED DOCUMENTS	1		1	O		P			
1127	VOIDED BIRTH AND DEATH CERTIFICATES	1 MO.		1 MO.	C		P		RETENTION SCHEDULE RECOMMENDED BY STATE AUDITOR - PROCEDURE, INTERNAL AUDIT AND PROGRAM MAKES MONTHLY RECONCILIATIONS	
1131	NATIONAL CENTER FOR HEALTH STATISTICS TRANSMITTAL REPORT	CE+1		CE+1	O		P			
1141	CERTIFICATES OF BIRTH (INCLUDES AMENDMENTS OR CHANGES)	PM (copy)	PM (M)	PM	C		M	X	USED FOR HISTORICAL RESEARCH 90-501-040 SEE #1042 MASTER FILM STORED AT SRC	
1142	CERTIFICATES OF DEATH (INCLUDES CHANGES)	PM (copy)	PM (M)	PM	C		M	X	USED IN HISTORICAL RESEARCH SEE #1043, 95-501-186 MASTER FILM STORED AT SRC	
1143	BIRTH & DEATH CERTIFICATE AMENDMENT APPLICATIONS	PM		PM	C		M	X	SEE #1831	
1170	CAUSE OF DEATH UPDATES AND LISTINGS	CE+1		CE+1	C		P		PENDING LISTINGS, QUERY TRACKING CHARTS	
1172	CAUSE-OF-DEATH LISTINGS (AS REQUESTED BY PROGRAMS)	AV		AV	O		P			
1174	CODING EDIT INFORMATION	2		2	O		P			
1175	OUT OF STATE BIRTH-DEATH CERTIFICATES	3		3	C		P		RETAINED PER AGREEMENT BETWEEN THE STATES	

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Page 3

11/14/03

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___ RECERTIFICATION

___ REPLACEMENT PAGE

___ ADDENDUM PAGE

604 - BUREAU OF VITAL STATISTICS

1176	VERIFICATION SHEETS	1		1	O	P		
1177	INFORMATION FILES	AV		AV	O	P		
1179	PREMATURE DEATH FILE	AV		AV	C	P		
1183	TEXAS VITAL STATISTICS CODING FORMATS	US		US	O	P	X	
1190	HEALTH, SOCIAL, EDUCATION AND GENETIC HISTORY REPORTS (HSEGH)	0	99	99	C	M	X	ORIGINAL HELD AT STATE RECORDS CENTER; DUPLICATE HELD IN AGENCY/00-501-297
1192	MONTHLY VITAL STATISTICS REPORTS	AC+3		AC+3	O	P		EXCHANGE AGREEMENT WITH OTHER AGENCIES - SUMMARIZED IN ANNUAL REPORT
1202	NATIONAL DEATH INFORMATION	5		5	O	P		
1211	DIRECTORS ACTIVE WORKING FILES	AV		AV	O	P		
1213	STATISTICAL SERVICES OPERATIONS	AV		AV	O	P	X	
1223	COUNTY MEETING DATA	FE+2		FE+2	O	P		
1234	VITAL STATISTICS COOPERATIVE PROGRAM FILES	AV		AV	O	P	X	
1236	INFANT DEATH FILES (DEATHS UNDER ONE YEAR)	CE+1		CE+1	C	P		WORKING LISTS FOR BIRTH/INFANT DEATH MATCHING
1249	CHILD FATALITY REVIEW REPORTS	PM		PM	C	O		PAPER & ELECTRONIC
1253	TEXAS LIVE BIRTH REPORTS BY RESIDENCE AND OCCURRENCE	US		US	O	E	X	REPORT PRINTED ON-DEMAND FROM B_STAT DATABASE. INCLUDES LIVE BIRTH DETAIL TABULATIONS, OTHER BIRTH DATA USED FOR HISTORIAL PURPOSES
1254	CYCLIC CHILD DEATH RECORDS	1		1	O	P	X	
1255	SUPPLEMENTAL EVIDENCE FILES (SUSPECTED FRAUD)	PM		PM	C	P		

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State of Texas
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Page 4

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___ ADDENDUM PAGE

604 - BUREAU OF VITAL STATISTICS

1256	SUITS AFFECTING THE FAMILY RELATIONSHIP FORMS	PM(copy)	PM(M)	PM	C	O	X	03-501-355. PAPER, MICROFILM. PAPER IS MICROFILMED AND THEN DESTROYED, MICROFILM IS RETAINED PERMANENTLY.
1830	FETAL DEATH CERTIFICATES	PM (copy)	PM (M)	PM	C	M	X	USED IN HISTORICAL RESEARCH SEE #986, 95-501-185
1831	BIRTH & DEATH CERTIFICATE AMENDMENT APPLICATIONS	1		1	O	P		
2877	BIRTH CERTIFICATE, MEDICAL INFORMATION SECTION	AV	30 MO.	AV+30 MO.	C	P	X	91-501-070
2988	ADOPTION RECORDS (TEXAS FAMILY CODE)	PM	PM	PM	C	M	X	MASTER IS STORED AT THE STATE RECORDS CENTER. 00-501-292
2996	VOLUNTARY ADOPTION REGISTRY APPLICATIONS	99		99	C	O	X	PAPER, ELECTRONIC
3001	ACKNOWLEDGEMENT OF PATERNITY	PM		PM	C	O	X	PAPER, ELECTRONIC; PAPER IS SCANNED AND THEN DESTROYED
3002	ADOPTION CASE RECORDS (CLOSED AGENCIES)	PM	PM	PM	C	O	X	PAPER, MICROFILM; THE MICROFILM MASTER IS STORED AT THE STATE RECORDS CENTER. 00-501-291; PAPER RECORDS STORED AT TDH WAREHOUSE
4518	PROBATE OBITUARY DEATHS	PM	PM (M)	PM	O	O	X	DEATH CERTIFICATES WHICH WERE FILED LATER THAN AT THE TIME OF DEATH. PAPER IS MICROFILMED. PAPER & MICROFILM ARE RETAINED PERMANENTLY. MASTER FILM STORED AT SRC. 02-501-340
4519	FOREIGN DEATHS	PM	PM (M)	PM	O	O	X	DEATH CERTIFICATES OF TEXAS RESIDENTS WHERE THE LOCATION OF DEATH WAS OUTSIDE OF UNITED STATES. PAPER IS MICROFILMED; PAPER & MICROFILM ARE RETAINED PERMANENTLY. MASTER FILM STORED AT SRC. 02-501-341

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Page 5

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___ RECERTIFICATION
___ REPLACEMENT PAGE
___ ADDENDUM PAGE

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4532		PROBATE DELAYED BIRTHS	PM	PM (M)	PM	O		O	X		BIRTH CERTIFICATES WHICH WERE FILED LATER THAN AT THE TIME OF BIRTH. PAPER IS MICROFILMED; PAPER & MICROFILM ARE RETAINED PERMANENTLY. MASTER FILM STORED AT SRC. 02-501-342
5094		ADMINISTRATIVE RECORDS - OFFICIAL FILES ON LEGITIMATIONS	3	57	60	C		P	X		RULE 47A, ART.4477.RCS 94-501-181
5095		ADMINISTRATIVE RECORDS - OFFICIAL FILES ON LEGAL CHANGES OF NAME	AV	75	AV+75	C		P	X		RULE 47A, ART.4477.RCS
5758		BIRTH QUERY LISTINGS & LOGS	CE+1		CE+1	C		P			GENERAL (ANENCEPHALY), LOW BIRTH WEIGHT, MULTIPLE BIRTHS
5762		DPS TRAFFIC DEATH REPORTS	CE+6 MOS		CE+6 MOS	O		P			MEMO TO RECORDS RECEIVING
5765		TABULAR LISTING OF SPECIAL CAUSES	PM		PM	O		P	X		INCLUDES CAUSES OF DEATH, MANUAL PULLS, USED FOR HISTORICAL RESEARCH
1.1	90	DATA QUALITY WEEKLY REPORT	CE+1		CE+1	O		P			WORKLOAD PROGRESS
1.1	94	NOSOLOGY WEEKLY REPORTS	CE+1		CE+1	O		P			WORKLOAD PROGRESS
1.1	110	INTERSTATE TRANSCRIPT EXCHANGE AGREEMENT	CE+1		CE+1	O		P			
1.1	779	REQUEST FOR CORRECTION TO TRANSMITTED DATA	AV		AV	C		P	X		
1.1	1195	COMPLETED DATA REQUEST FORMS	CE+3		CE+3	O		P			RELATES TO KEY PERFORMANCE MEASURES
1.1	1197	CORPD DOCUMENT FILE (RESEARCH STUDIES)	AC+5		AC+5	O		P	X		PER TDH OPEATING PROCEDURE OP-1354 CORPD=COMMITTEE ON REQUESTS FOR PERSONAL DATA
1.1	1226	BIRTH/DEATH/FETAL DEATH PRESENTATION SLIDES	US+1		US+1	O		O			
1.1	5760	ANNUAL ABORTION REPORT FORM	AC	1	AC+1	C		O			PAPER, ELECTRONIC; AC=COMPLETION OF FINAL REPORT. 03-501-352

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Page 6

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1.1	5767	REPORT OF KEY PERFORMANCE MEASURES	CE+3		CE+3	O		P			MONTHLY REPORT
1.1.	1156	NCHS CODE CONVERSION TABLES	US+5		US+5	O		P			
1.1.	1158	INDUSTRY AND OCCUPATION CODING INFORMATION	US+5		US+5	O		P			
1.1.	1159	NOSOLOGY GUIDELINES (CLASSIFICATION OF DISEASE)	US		US	O		P			
1.1.002	936	AUDITS	AC+3		AC+3	O		P			AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS. THE RECORD COPY OF ANY AUDIT PERFORMED BY THE STATE AUDITOR'S OFFICE IS RETAINED PERMANENTLY BY THE AGENCY.
1.1.004	938	BIENNIAL BUDGET REQUESTS	AC+6		AC+6	O	A	P			
1.1.006	1063	COMPLAINT FILE	AC+2		AC+2	O		P			AC=FINAL DISPOSITION OF THE COMPLAINT
1.1.007	939	CORRESPONDENCE, ADMINISTRATIVE	3		3	O	R	O	X		PAPER & ELECTRONIC; INCLUDES NCHS CORRESPONDENCE
1.1.008	940	CORRESPONDENCE, GENERAL	1		1	O		O			PAPER, ELECTRONIC
1.1.010	941	DIRECTIVES	US+1		US+1	O		P			
1.1.013	942	ITINERARY INFORMATION	CE+1		CE+1	O		P			
1.1.014	944	LEGAL OPINIONS AND ADVICE	AV		AV	O	R	P			
1.1.023	1069	ORGANIZATION CHARTS-AGENCY COPY	US		US	O	A	P			
1.1.024	946	PLANNING RECORDS	AC+3		AC+3	O	R	P			
1.1.025	1071	POLICIES AND PROCEDURES MANUAL	US+3		US+3	O	R	P	X		VITAL STATISTICS PROCEDURES; DEPARTMENTAL PROCEDURES; CODING/KEYING INSTRUCTIONS; RECORD LAYOUT FORMAT; COUNTY/CITY DECODES; NOSOLOGY CODING
1.1.025	1229	DHHS INSTRUCTIONS FOR COMPILING CERTIFICATES	US+3		US+3	O	R	P	X		

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1.1.027	948	PROPOSED LEGISLATION	AV		AV	O		P			
1.1.040	950	REPORTS, CONFERENCE	2		2	O	R	P			
1.1.043	1225	BVS CERTIFICATE TRAINING	US+1		US+1	O		O			
1.1.057	1262	TRANSITORY INFORMATION	AC		AC	O		O			PAPER, ELECTRONIC/AC=PURPOSE OF RECORD HAS BEEN FULFILLED.
1.1.058	945	MEETING MINUTES	PM		PM	O	A	P	X		
1.1.062	1224	ANNUAL VITAL STATISTICS CONFERENCE RECORDS (INCLUDING EXHIBITS)	2		2	O	A	P			
1.1.064	1723	PERFORMANCE MEASURES SUPPORTING DOCUMENTATION	FE+3		FE+3	O		P	X		
1.1.065	1154	NCHS QUALITY CONTROL	AV		AV	C		P			SAMPLES, REJECTS, COMPARISONS AND RARE CAUSES
1.1.065	1194	DATA TABULATIONS	AV		AV	O		P			RAW DATA, SPSS RUNS, PROJECT DEVELOPMENT
1.1.065	1259	BIRTH, DEATH, FETAL DEATH, MARRIAGE, & DIVORCE EDITS	AV		AV	C		C			
1.1.067	949	REPORTS, ADMINISTRATIVE	3		3	O	R	P			
1.1.069	85	NOSOLOGY ACTIVITY REPORTS	1		1	O		P			CYCLE INPUT SHEETS; EMPLOYEE WEEKLY REPORTS
1.1.069	1153	CODING ACTIVITY REPORTS & OTHER EMPLOYEE REPORTS	1		1	O		P			
1.2.003	1184	CERTIFICATE REVISIONS	PM		PM	O		P	X		USED FOR INVESTIGATING ABUSED, MISUSED, OR FLAGGED RECORDS. TAC RULE 181.24
1.2.003	1239	CERTIFICATE REVISION WORKING FILES	AC+1		AC+1	O		P			AC=DISCONTINUANCE OF VERSION OF CERTIFICATE
1.2.005	1077	RECORDS RETENTION SCHEDULE	US		US	O		P			

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1.2.006	1222	RECORDS TRANSMITTAL - AGENCY COPY	AC+2		AC+2	O		P	X	AC=DATE OF AUTHORIZATION FOR DESTRUCTION OR TRANSFER	
1.2.008	1079	REQUEST FOR AUTHORITY TO DISPOSE OF STATE RECORDS	FE+3		FE+3	O		P			
1.3.001	1251	TEXAS VITAL STATISTICS ANNUAL REPORTS (BIRTH,MARRIAGE, AND DIVORCE) (ALL YEARS)	AC/US+5		AC/US+5	O		P		FOR NEW PUBLICATIONS PRINTED AT HHS PRINTING, HHS PRINTING SENDS COPIES TO STATE PUBLICATIONS CLEARINGHOUSE/TDH LIBRARY. FOR NEW PUBLICATIONS PRINTED ELSEWHERE, COPIES ARE SENT TO BUREAU OF RESOURCE MANAGEMENT (HHS PRINTING) FOR DISTRIBUTION TO CLEARINGHOUSE/LIBRARY.	
1.3.002	86	VITAL STATISTICS STUDIES	US		US	O	R	P	X	SPECIAL STUDIES & SURVEYS	
2.1	1161	CAUSE OF DEATH PROCESSING RECORDS	CE+1		CE+1	O		O	X	EDITS, PRINTOUTS & TAPES	
2.1.001	1084	PROCESSING FILES	FE+3		FE+3*	O		C	X	USED AS SUPPORTING DOCUMENTATION FOR ADMINISTRATION OF VITAL RECORDS, HEALTH & SAFETY CODE, CHAPTER 191.	
2.1.007	1160	CODING BRANCH COMPUTER REFERENCE FILE (SOFTWARE)	AC	2	AC+2	O		E	X	USED AS SUPPORTING DOCUMENTATION FOR ADMINISTRATION OF VITAL RECORDS, HEALTH & SAFETY CODE, CHAPTER 191.	
2.1.007	1250	RUN SCHEDULER RUN STATS	AC		AC	O		C	X		
2.1.009	1086	OPERATING SYSTEM FILES	AC+3		AC+3	O		C	X	USED AS SUPPORTING DOCUMENTATION FOR ADMINISTRATION OF VITAL RECORDS, HEALTH & SAFETY CODE, CHAPTER 191.	
2.1.009	1246	DATA PROCESSING DOCUMENTATION	AC		AC	O		P	X		
2.2	1080	DATA PROCESSING PRIORITY REQUESTS	AV		AV	O		P		DP-803	
2.2.004	1185	DATA PROCESSING REQUESTS (803)	3 MOS.		3 MOS.	O		P			
2.2.012	1081	COMPUTER PRODUCED OUTPUT	AV		AV	O		O	X	COMPUTER PRINT-OUT AND PAPER	

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APPROVED 10/23/03

State of Texas
Records Retention Schedule

Page 9

11/14/03

Automated Facsimile of SLR-105

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3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
Item #

5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

___ ORIGINAL SUBMISSION
___ RECERTIFICATION
___ REPLACEMENT PAGE
___ ADDENDUM PAGE

604 - BUREAU OF VITAL STATISTICS											
2.2.012	1083	COMPUTER PRODUCED OUTPUT MASTER LISTING OF DATA OUTPUT	AV		AV	O		E	X		
2.2.012	1243	BIRTH/INFANT DEATH MATCHING FILES	AV		AV	C		C	X		
3.1	1214	STATISTICAL SERVICES PERSONNEL FILES	AC+5		AC+5	C		P			
3.1.001	1088	APPLICATIONS OF PEOPLE NOT HIRED	2		2	O		P			CONTAINS SOME CONFIDENTIAL INFORMATION.
3.1.014	1095	EMPLOYMENT SELECTION RECORDS	2		2	O		P	X		MAY CONTAIN SOME CONFIDENTIAL INFORMATION
3.1.019	1091	PERFORMANCE JOURNALS	2		2	O		P			MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE.
3.1.020	954	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5	O		P			FILE MAINTAINED IN BUREAU UNTIL EMPLOYEE TERMINATES, AT THAT TIME FILE IS TRANSFERRED TO PERSONNEL. MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION
3.1.021	1094	PERSONNEL DISCIPLINARY ACTION DOCUMENTATION	AC+5		AC+5	O		P	X		MAY CONTAIN CONFIDENTIAL INFORMATION AC=TERMINATION OF EMPLOYMENT
3.1.023	1096	POSITION/JOB DESCRIPTIONS	US+4		US+4	O		P	X		40TAX301.6 (A)
3.2	957	PAYROLL WARRANT LISTINGS	1		1	O		P			
3.3	956	TRAINING SUPPORT DOCUMENTATION	AC+2		AC+2	O		O			AC=COMPLETION OF CLASS. PAPER AND ELECTRONIC
3.3.001	1101	AFFIRMATIVE ACTION PLAN	5		5	O		P			
3.3.020	959	WORK SCHEDULES	1		1	O		P			
3.3.023	1193	TRAVEL AUTHORIZATION REQUESTS	FE+3		FE+3	O		P			
3.3.026	1103	EMPLOYEE LISTINGS	US+3		US+3	O		O			COMPUTER PRINT OUT AND PAPER
3.3.026	1106	VACANCY REPORTS	US+3		US+3	O		P			

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APPROVED 10/23/03

State of Texas
Records Retention Schedule

Page 10

11/14/03

Automated Facsimile of SLR-105

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Med

11.
Vital

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___ REPLACEMENT PAGE
___ ADDENDUM PAGE

604 - BUREAU OF VITAL STATISTICS

3.4.001	960	ACCUMULATED LEAVE ADJUSTMENT REQUEST	FE+3		FE+3 *	O		P		
3.4.002	1107	LEAVE STATUS REPORT	FE+3		FE+3	O		P	X	
3.4.003	963	TIME & LEAVE RECORDS, LESS THAN FULL-TIME WORKED	4		4	O		P		
3.4.004	964	OVERTIME AUTHORIZATIONS	2		2	O		P		
3.4.006	1109	TIME CARDS/TIME SHEETS	4		4	O		O		PAPER, ELECTRONIC; 40 TAC815.106(i)
3.4.007	1221	TIME/LEAVE RECORDS	FE+3		FE+3	O		O		PAPER, ELECTRONIC
4.1.001	1138	STATE LIBRARY VOUCHERS	FE+3		FE+3	O		P		
4.1.002	1134	PENDING FEE REQUESTS & COMPLETED FILES	FE+3		FE+3	C		P		COMPLETED REQUEST ARE FILED IN STATISTICAL CORRESPONDENCE/REQUESTS FILE AGENCY ITEM #1220
4.1.002	1220	STATISTICAL CORRESPONDENCE/REQUESTS	FE+3		FE+3 *	O		P		
4.1.002	1247	COMPLETED INVOICES	FE+3		FE+3 *	O		P	X	
4.1.003	1110	CANCELLED CHECK/STUBS	FE+3		FE+3	O		P		
4.2.003	1111	DAILY CASH RECEIPTS LOG	FE+3		FE+3 *	O		P	X	
4.2.003	1136	REMITTANCE LISTS (EDIT)	FE+3		FE+3	O		C		
4.2.006	1113	GENERAL JOURNAL VOUCHER	FE+3		FE+3 *	O		P		
4.4	1207	INVOICES FOR STATISTICAL REQUESTS	FE+3		FE+3	O		P		
4.4.001	980	GENERAL LEDGER (BIRTHS & DEATHS CERTIFICATES FILED BY ELECTED REGIONAL OFFICIAL)	FE+3		FE+3 *	O		P	X	LEDGER MAINTAINED TO DOCUMENT FEES FOR LOCAL OFFICIALS
4.4.004	1114	EMPLOYEE SAVINGS BONDS	FE+3		FE+3 *	O		P	X	RECORD OF SAVINGS BONDS ISSUED
4.5.001	967	FISCAL NOTES & WORKSHEETS FOR PREPARING FISCAL REPORTS	FE+3		FE+3 *	O		P		

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APPROVED 10/23/03

State of Texas
Records Retention Schedule

Page 11

11/14/03

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604 - BUREAU OF VITAL STATISTICS											
4.5.002	968	INTERNAL MANAGEMENT REPORTS	FE+3		FE+3 *	O		P			
4.7.006	1116	COMPTROLLER STATEMENTS	FE+3		FE+3	O		P			
5.1	142	CONTRACT DEVELOPMENT	AV		AV	O		P			BACKUP DOCUMENTATION VSCP, NDI, SOCIAL SECURITY
5.1	1125	TELECOMMUNICATION WORK REQUESTS	AV		AV	O		P			
5.1	5759	DATA TRANSMISSION FILES	CE+1		CE+1	O		P			
5.1.001	969	CONTRACTS	AC+4		AC+4	O		P	X		
5.1.004	1180	MAIL AND TELECOMMUNICATIONS LISTINGS	US		US	O		O			PAPER, ELECTRONIC
5.1.005	970	POSTAGE EXPENSE REPORTS	FE+3		FE+3	O		P			
5.1.007	1119	REQUISITIONS FOR COPY/PRINTING	AV		AV	O		P			
5.1.012	1062	CHARGE SCHEDULES	US+3		US+3 *	O		P			
5.1.015	1066	CORRESPONDENCE LOGBOOKS	1		1	O		P			
5.2.008	140	EQUIPMENT PURCHASES & REPAIRS	LA+3		LA+3	O		P			
5.2.010	971	EQUIPMENT MANUALS	LA		LA	O		P			
5.2.014	1121	INVENTORY (ANNUAL PHYSICAL)	FE+3		FE+3	O		P			
5.2.016	983	INVENTORY SYSTEM UPDATE LISTING	AC		AC	O		P			AC=TRANSFER OF INFORMATION INTO ANNUAL LISTING.
5.2.020	1123	SUPPLY USAGE RECORDS	FE+1		FE+1	O		E			
5.3	2965	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4	O		P			
5.3.007	973	REQUESTS FOR PURCHASING	FE+3		FE+3	O		P			
5.4.001	1124	ACCIDENT REPORT-INDIVIDUAL	CE+5		CE+5	O		P	X		

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State of Texas
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Page 12

11/14/03

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5.4.012	1060	CONFIDENTIALITY STATEMENTS/COMPUTER PASSWORDS	AC+2	AC+2	O	P	X
5.4.012	1098	SECURITY ACCESS RECORDS	AC+2	AC+2	O	P	X
5.4.012	1102	EMPLOYEE IDENTIFICATION	AC+2	AC+2	O	P	X
5.4.013	1076	DISASTER PREPAREDNESS AND RECOVERY PLAN	US	US	O	P	X
5.6.003	1126	INSPECTION REPAIR AND MAINTENANCE RECORDS	LA+1	LA+1	O	P	

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